



**GREAT BASIN COORDINATING GROUP  
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK  
SUPPLEMENT**

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**This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.**

**CHAPTER 40 – BUSINESS COORDINATION**

**Supplement No.:** GBCG-40-2012

**Effective Date:** April 3, 2012

**Duration:** Effective until superseded or removed

**Approved:** /s/ SUSAN A. STEWART  
Chair, Great Basin Coordinating Group

**Posting Instructions:** Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

<b>New Document(s):</b>	NWCG HB2_40	9Pages
<b>Superseded Document(s) by Issuance Number</b>	RM/GBCG-2011-3	9 Pages

**Digest:**

Added required spreadsheet and need for ROSS Production

**BUYING TEAM COORDINATION**

Interagency Buying Teams are established by the Great Basin and Rocky Mountain Incident Business Committees to provide acquisition support to the incident agency.

1. GREAT BASIN AND ROCKY MOUNTAIN BUYING TEAM OVERSIGHT GROUP – Provides direction and oversight of the Great Basin and Rocky Mountain Buying Teams and the Buying Team Coordinator. Coordinates with the Buying Team Coordinator on buying team direction, recruitment and team selections. This group consists of two representatives from each geographic area's incident business committee.
2. BUYING TEAM COORDINATOR - The Buying Team Coordinator manages the program and participates as a subject matter expert with the committees. The Buying Team Coordinator for the Great Basin and Rocky Mountain Geographic Area is listed in Chapter 60 of Great Basin and Rocky Mountain Mobilization Guides.
  - a. Coordinates Buying Team Workshop for the Great Basin and Rocky Mountain Geographic Areas.
  - b. Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
  - c. Maintains contact with all Great Basin and Rocky Mountain Buying Team leaders to ensure effective communications between teams.
  - d. Coordinates with Leader to assign personnel to fill vacancies on established teams and/or fill vacancies at mobilization.
  - e. Monitors trainee's progress and manage assignments to assure qualification standards are met in a timely manner.
  - f. Coordinates with committee's representatives when sharing opportunities arise.
  - g. Yearly reports Buying Team performance and utilization to the committees.
3. APPLICATION PROCESS - Team commitment is for 3-years; however, nominations will be solicited yearly for job-share, trainees, and vacant positions.

Yearly announcement for Buying Team Leader and Member nominations along with the IMT positions will be issued by the Great Basin and Rocky Mountain Coordinating Groups with direction on where to submit applications.

Nominations which meet the training qualification are forwarded to the agency representative and then GACC who will forward onto the Buying Team Coordinator.

4. TRAINING - The following is required for all buying team members or leaders, including alternates and trainees:

- Buying Team Member  
[http://gacc.nifc.gov/egbc/admin/docs/BUYM\\_PerfGde.pdf](http://gacc.nifc.gov/egbc/admin/docs/BUYM_PerfGde.pdf)
- Buying Team Leader Performance Guide.  
[http://gacc.nifc.gov/egbc/admin/docs/BUYL\\_PerfGde.pdf](http://gacc.nifc.gov/egbc/admin/docs/BUYL_PerfGde.pdf)
- I-100, Introduction to Incident Command System
- S-110, Wildland Fire Suppression Orientation.
- S-260, Interagency Incident Business Management.
- IS-700.a, NIMS Multiagency Coordination System (MACS) course.

The following training is recommended for all Buying Team members, including alternates and trainees:

- Buying Team Workshop.
- Incident Procurement Training.
- D-110, Dispatch Recorder.
- I-200, Basic Incident Command System.
- S-261, Applied Interagency Incident Business Management.
- Local familiarity with ROSS.

5. TEAM CONFIGURATION - The Great Basin and Rocky Mountain Geographic Areas strive for two type 1 National and three (3) Type 2 Buying Teams. Primary team members must be from the Great Basin and Rocky Mountain Geographic Areas. Support personnel from the incident agency may be used. Casual hires may only be assigned to a team if they have been delegated procurement authority.

- a. Refer to National Mobilization Guide Chapter 60 for National Buying Team configuration.
- b. Refer to Great Basin and Rocky Mountain Mobilization Guides Chapter 20 for the Type 2 Buying Team configuration.

6. TEAM SELECTION - Teams will be configured aiming for an interagency mix. Team members will commit for a three-year period.

- a. Buying Team Coordinator will:
  - i. Recommend Buying Team Leaders to the Great Basin and Rocky Mountain incident business committee.
  - ii. Contact Leaders to confirm availability and to get input on preference for team members.
  - iii. Develop a prioritized list of trainees.

- iv. Submit Buying Teams and prioritized list of trainees to committees for approval. Once approved the teams will be submitted to the GACCs for publication in the Mobilization Guides.
  - b. Individuals may be assigned to only one team at a time.
  - c. Nothing in this plan or in Zone plans will prohibit individuals committed to teams from responding to incidents within their local area, provided they respond to the normal team call-up, except in cases of extreme emergencies.
  - d. Trainees who become qualified and are available to commit to a team will be given the opportunity to fill vacant positions on teams.
  - e. Trainees will be placed on teams to maximize the opportunity to fulfill qualification requirements.
7. **ROLES AND RESPONSIBILITIES** - The Buying Team works for the Incident Agency and reports to the Agency Administrator or other designated Administrative Representative on the host unit to support procurement activities. Responsibilities of the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315, the Interagency Incident Business Management Handbook, the National Interagency Mobilization Guide, and the Rocky Mountain and Great Basin Mobilization Guides. Additional responsibilities include:
- Team Leader will:
- Provide training to team members.
  - Ensure that the appropriate Coordination Center has a current roster prior to the on-call date.
- Team Members will:
- Know and adhere to the on-call schedule and be available when called.
  - Notify the leader and Dispatch Center of availability or unavailability prior to each alert period. This notification should occur sufficiently in advance for the coordinator to provide a substitute. Substitutes will be for the entire on-call period.
8. **ROTATION, MOBILIZATION, AND SUBSTITUTION** – Team rotation, mobilization and substitution procedures are outlined in Chapter 20 of the Geographic Area Mobilization Guide.
9. **PERFORMANCE** - The Agency Administrator or other designated personnel shall complete the Buying Team Performance Evaluation (Exhibit 1) for all incidents within their jurisdiction. One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the incident agency incident business representative.
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10. TRACKING – All Rocky Basin Buying Teams will use the attached spreadsheet from the National Buying Team Coordinator (<http://gacc.nifc.gov/egbc/business.php>). Provide an electronic copy of the log to the incident agency upon demobilization.
11. ROSS - Buying Team Members should have ROSS Production loaded on their computers and request access through their respective dispatch centers. Upon arrival to the assignment the member(s) should request access to the local dispatch ROSS system. BUYL and Expanded Supervisor will identify how ROSS orders will be filled.

**Exhibit 1 - BUYING TEAM PERFORMANCE EVALUATION**

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator.

Incident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incident Agency: \_\_\_\_\_

Buying Team Name: \_\_\_\_\_

Evaluator's Name & Position: \_\_\_\_\_

Evaluator's Phone No.: \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Above Satisfactory</b>	<b>Satisfactory</b>	<b>Below Satisfactory</b>
Was the Leader an effective manager of the Buying Team and its activities?			
Was it obvious that the Leader was in charge?			
Did the Buying Team adhere to the Interagency Incident Business Management Handbook and the geographic/local policies and procedures?			
Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?			
Did the Buying Team make sound cost management decisions and provide documentation to support their decision?			
Was the Buying Team prompt in supplying goods and services for the incident?			
Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?			
How well did the Buying Team manage accountable property?			
How was the Buying Team's performance in settling claims (if applicable)?			
How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?			
How was the Buying Team's coordination and cooperation and communication with the following functions			

Incident Agency(s) IBA(s) Expanded Dispatch IMT(s)			
Was the Buying Team's documentation package complete and submitted appropriately?			
Did the Buying Team present a positive attitude and work in a professional manner?			
What one thing would you recommend for this Buying Team to concentrate on improving?			
Describe how the Buying Team exceeded your expectations.			

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representatives Name	Signature	Date
Buying Team Leader Name	Signature	Date

**For any Below Satisfactory rating, please include an explanation.**

**Forward copy of evaluation to Barb Eschels**  
**Barbara\_Eschels@nps.gov 702-293-8909 v / 702-293-8626 f**